

**Key 7. DOLLAR VOLUME OF BUSINESS IN 1963**

Dollars ☐ Cents ☒ Key XX X-6

a. Sales of merchandise and other receipts from customers  
.....

b. Does the entry in "a" include sales and excise taxes collected from customers? ☐ Yes ☒ No  
2 .....

Dollars ☐ Cents

e. If "No," how much did you forward to taxing agencies for such taxes? .....

XX ☒ X-8

**8. PAYROLL AND EMPLOYMENT** ~~Note:~~ If this is an **unincorporated** business, do include the compensation of owners with the payroll figures, and do not count owners as paid employees.  
!Cer Dollars

a. Total ANNUAL payroll in 1963 before payroll deduction I XX X-9

b. Number of paid employees for the WORK WEEK ended nearest November 15, 1963  
..... X-10

**SALES OF MERCHANDISE AND OTHER RECEIPTS**

Dollars ☐ Cents

**Include:**

All sales of merchandise (whether or not payment was received in 1963).

All receipts from customers for services, including repair, maintenance, delivery, and installation charges.

All receipts from carrying charges or other charges for credit.

**Do not include:**

Receipts from rent or sale of real estate.

Commissions from vending machine operators.

Income from investments.

**Do not deduct:**

Trade-in allowances from sales.

**Deduct:**

Allowances for returned goods.

XX e. Payroll for the ONE WEEK ended nearest November 15, 1963.....

If your payroll is for a period other than one week, please adjust the figures to a one-week basis.

**PAID EMPLOYEES** Report total number of employees on the payroll during the week including those on paid sick leave, paid holidays, and paid vacation. Include salaried officers and executives of corporations. Do not include owners and partners of **unincorporated** businesses.

**PAYROLL** Include all salaries, wages, commissions, bonuses, vacation allowances, and the value of payments in kind, such as goods, lodging, food, and clothing. Do not include tips, gratuities, etc., received by your employees from others. **Do not include** payments to (or withdrawals by) owners or partners of **unincorporated** businesses.

**9. DEPARTMENT OR CONCESSION LOCATED IN THE ESTABLISHMENT OF ANOTHER FIRM**

a. Is your business at this location conducted as a DEPARTMENT OR CONCESSION (such as a millinery department in a women's ready-to-wear store) in an establishment operated by another firm? (Check "Yes" if customers normally consider your operation as part of the.....) ☐ Yes ☒ No  
establishment operated by the other firm, or if your sales to customers are billed by that establishment.)

Kind of business .....

Name

b. If "Yes," please enter the name and description (kind of business) of the establishment which is operated by the other firm...

☒ No

# 10. DEPARTMENT OR CONCESSION LOCATED IN THIS ESTABLISHMENT

a. Is any department, concession, or any business not owned by you, operated within this establishment? .....1 I\_I

**D**

No

Yes

(Check "Yes" if there is any operation of others which customers normally consider part of your establishment, or if you bill customers for sales of such department, concession, or business.)

b. If "Yes," please complete a line for each department or concession not owned by you.

2-1

2-2

2-3X

2 - 5 \*

Name and address of owner of department or concession

Kind of business of department or concession

Estimated sales during 1963

Cents

Are the sales of this department included in your answer to Item 7a?

Are the employees and payroll of this department included in your answer to Item 8?

Census Use Only

(A)

(B)

Dollars

Yes

**D**

Yes

No

No

Yes

No

No

XX

## 11. COMPANY AFFILIATION

e N

Check this box I if this business is owned or controlled by another company and enter the name, mailing address, and Employer Identification Number of owning or controlling company (if known).

b. Check this box I if this business owns or controls any other company or companies and enter the name, mailing address, and Employer Identification Number of owned or controlled companies (if known).

Name of company

Mailing address

E. I. Number

Please complete inquiries on reverse side